

Public Record Request Production Cost Estimation/Reconciliation Form

Name: Keith Guille

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Division/Section: Land Quality Division

Request: #19-41

Staff Time/Supervising Fees	Fees	Cost Estimation
Clerical Staff Time	\$15.50 hour	219.89
IT Staff Time	\$30.00 hour	30.40
Professional Staff Time	\$40.00 hour	202.67
Programming & computer services	Actual Cost	
Total	1216 Emails	\$452.96

Additional Agencies	Fees	
Additional Agency Cost Estimation _____	See Attached	
Additional Agency Cost Estimation _____	See Attached	
Additional Agency Cost Estimation _____	See Attached	
Total		\$0.00

Electronic & Non Electronic Fees	Fees	
Standard (8.5x11) BW Copy	\$0.10/page	
Standard (8.5x11) Color Copy	\$0.60/page	
Legal (8.5x14) BW Copy	\$0.25/page	
Legal (8.5x14) Color Copy	\$1.00/page	
Other sheet size	Actual Cost	
Photograph	Actual Cost	
Utilization of an outside vendor for copying	Actual Cost	
Custodian's fee for supervising	Same fees for applicable staff time	
Special items (i.e. film)	Actual Cost	
Scanning non-electronic public records	\$0.10/page	
Electronic Media (disk, thumb drive, etc.)	Actual Cost	
Mailing, including cost of shipping container	Actual Cost	
Facsimile	Actual Cost	
Other	Actual Cost	
Total		\$0.00

LESS \$180.00 for electronic records (apply if applicable)	-\$180.00
TOTAL FEES: STAFF TIME & PRODUCTION COSTS	\$272.96